

# GREAT PLAINS INTERAGENCY DISPATCH CENTER

## STANDARD OPERATING GUIDE #1

TITLE: Procedure for requesting Leave, Emergency Leave and  
Unscheduled Leave

EFFECTIVE DATE: October 24, 2003

UPDATED: February 2019

INTENT: Furnish direction to complete a leave requests and receive approval

### PROCEDURE

This Standard Operating Procedure gives clear direction of the procedures and approval process for leave requests for Great Plains Interagency Dispatch Center (GPC) employees.

It is the Centers policy to ensure all employees are able to take their entitled leave, however staffing of the Center will take priority and it will be the decision of the Center Manager and/or their delegated designee to approve said leave.

The Center's leave policy encourages employees to use their leave throughout the year, giving the center adequate staffing year round, and through the holiday season. GPC is considered an emergency operations center, with the majority of emergencies occurring during the summer months or what is considered "Fire Season," it is the Centers policy that employees be mindful of requesting leave from May 1 to November 1. There will be a reasonable number of requests considered and/or approved at these times, depending on fire activities, weather conditions and staffing needs of the Center. If an emergency arise, employees may be requested to cancel their approved leave and return to duty as needed.

#### 1. Leave Request Procedures – Scheduled Leave

1.1. All Center employees will follow these procedures when requesting leave:

- a. Request scheduled leave in writing via a Request for Leave or Approved Absence form to the Center Manager or the assistant Center Manager.
- b. Post pending leave request on the calendar in the Cubicle area and maps board calendar in order to keep all employees aware of staffing on a daily basis.
- c. All attempts will be made to approve requests, however in the case of multiple employees requesting identical leave periods; it will be at the

Center Managers discretion to determine staffing needs and approval or non-approval.

- d. After the Center Manager or her /his designee has approved leave, the employee will need to follow their appropriate agency policy to ensure their agency supervisor properly approves leave.

## 2. Leave Request Procedures – Non-Scheduled Leave – On Calls

2.1. If an employee requests leave on short notice, it will need the approval of the Center Manager and/or the Asst Center Manager and it is their discretion as to whether or not the employee will need to find a replacement. It is the employee's responsibility to find a replacement if the leave is approved and a replacement is needed. It is also the employee's responsibility to find on-call replacement.

2.2. Shift trading is allowed as long as the employee replacing the shift is qualified and knowledgeable of job, i.e., a first year dispatcher would not be allowed to replace a shift for the Aircraft dispatcher. Request shift trade via email to the Center Manager and/or the Asst Center Manager.

## 3. Emergency Leave or Sick Leave

3.1. Apply for emergency leave with the Center Manager or assistant Center Manager if the Center Manager is not available.

- a. Examples of emergency leave:

- 3.1.a.1. Attend to a family emergency

- 3.1.a.2. Unforeseen problems

- 3.1.a.3. Sick leave

- b. Requests are made via phone prior to the beginning of the employees shift, and even the night before if needed to ensure early morning staffing for the Center.